



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

U.S. District Court, NDIL
Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

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|------------------------------|-------------------|----------------------|-----------------------|
| Date: | June 27, 2016 | Grade Range: | JSP 12/01 - JSP 14/10 |
| Job Announcement No.: | 2016-22 | Salary Range: | \$77,899 - \$142,304 |
| No. of Vacancies: | One | Closing Date: | July 8, 2016 |
| Position Title: | *Pro Se Law Clerk | | |

*** This position goes until September 29, 2018 with the possibility of being extended.**

To apply: Applicants must submit a cover letter, resume, application and writing sample to the Human Resources Department by Friday, July 8, 2016. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is seeking a Pro Se Law Clerk for a two year appointment. The Pro Se Law Clerk principally provides legal research and assistance to the court in connection with prisoner petitions and complaints. Duties and responsibilities include: screening prisoner complaints and motions; drafting appropriate recommendations and orders for the court's review; researching issues raised in complaints; keeping abreast of changes in prison law; advising appropriate court personnel on the status of particular cases; and sometimes attending court hearings. Primary duties involve analysis of procedural and substantive issues in pro se prisoner civil rights. The incumbent will perform other duties as assigned by the Chief Judge.

QUALIFICATIONS

The applicant must be a law school graduate; must be a member of a state bar; and have at least one year of legal work experience after receipt of J.D. At least one year of legal experience as a law clerk to an Article III Federal Judge is preferred. Knowledge of constitutional law, particularly relating to prison litigation, is especially desirable. Applicants must possess excellent research, writing, and communication skills and must be able to work independently. Preference is given to applicants who have at least a two-year working knowledge of prisoner civil rights and to those with federal law clerk experience.

COMPENSATION

Compensation and classification level will be set based on legal experience after receipt of J.D., bar membership, qualifications, and salary history of the successful candidate. JSP Grade 12 requires one year of legal work experience; JSP grade 13 requires two years of legal work experience; and JSP Grade 14 requires three years of legal work experience.

EMPLOYEE BENEFITS

Benefits information may be viewed at: <http://www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx>

NOTICE TO APPLICANTS

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, and application. Job announcements and employment applications may be obtained by visiting our web site at:

<http://www.ilnd.uscourts.gov/Pages.aspx?page=jobpage>

Please send your cover letter, application, and resume in a single pdf to: human_resources_ilnd@ilnd.uscourts.gov. Application materials must be received by the Human Resources Department by Friday, July 8, 2016.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

This is a high sensitive position; the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.